

CAO Orientation Module

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Introduction

Purpose / Goals of Module

SECTION ONE: THE CHIEF ADMINISTRATIVE OFFICER

Does your organization have a "Chief Administrative Officer (CAO)" position in its organizational chart?

What is Your Position Title?

What is a "Chief Administrative Officer"?

Job Functions

Reporting Relationship

Sample Job Descriptions

You are not alone, unless you want to be!

Provincial Ministries

Housing & Urban Affairs

Seniors & Community Supports

Alberta Public Housing Administrators' Association (APHAA)

Alberta Senior Citizens Housing Association (ASCHA)

Other Associations

SECTION TWO: PUBLICLY FUNDED HOUSING INDUSTRY

What is the Publicly Funded Housing Industry we are talking about

Housing Programs for Families & Individuals

Rent Supplement Programs

Community Housing

Special Needs Housing Programs

Housing Programs for Seniors

Seniors Self Contained

Supportive Living Program

SECTION THREE – CORE COMPETENCIES

CORE COMPETENCY: LEGISLATION

The Alberta Housing Act

Regulations to the Alberta Housing Act

Management Body Operation and Administration Regulation

Social Housing Accommodation Regulation

Housing Accommodation Tenancies Regulation

Lodge Assistance Program Regulation

Rent Supplement Regulation

Supportive Living Accommodation Standards

Other Legislation

CORE COMPETENCY: STRATEGIC PLANNING, GOVERNANCE, LEADERSHIP

Leadership

Governance

Strategic Planning

CORE COMPETENCY: HUMAN RESOURCES

CORE COMPETENCY: FINANCES

CORE COMPETENCY: ASSET MANGEMENT & DEVELOPMENT

CORE COMPETENCY: CLIENT SERVICES

CORE COMPETENCY: ALL - RISK MANAGEMENT

COURSE SUMMATION